

Provide Learning Administration Services (SFw HR)

Participants will be awarded the Statement of Attainment for HRS-PDV-2029-1.1 Learning and Development Programmes Management upon successful completion of the course.

Course Objective

This unit addresses the skills and knowledge required to provide administrative support to training services. It covers managing specific resource and documentation relating to training programmes.

Course Outline

➤ Distribute training information

- Legal and ethical considerations relating to training programmes - organisational policies and procedures which provide clarification or assistance relating to training programmes
- Communication techniques and channels relevant for disseminating information regarding training programmes
- Administrative tasks and processes to support training programmes

➤ Arrange venue and resources

- Identify resources required to deliver training programmes
- Manage bookings of resources required to deliver training programmes
- Confirm resource bookings with trainers

➤ Process training documentation and records

- Check that required documentation has been submitted in accordance with organisational requirements
- Documentation from training programmes

Methodology

It is a competency-based learning with assessment. Case studies, experiential learning, discussions and presentations.

Duration : 2 days, 9am to 6pm (16 hours)
Course Venue : SNEF Corporate Learning Centre @ Tanglin

Register online at SNEF website www.snef.org.sg
Click on 'Training' and Course Category '**Human Resource / Industrial Relation**'

- ❖ **80% Course Fee Subsidy, capped at \$17/hr (SC aged ≤ 39/SPR)**
- ❖ **90% Course Fee Subsidy, capped at \$25/hr (SC aged ≥ 40/ SMEs)**
- ❖ **Absentee Payroll**
90% of hourly basic salary, capped at \$10/hr. Eligibility period: 1 May – 31 Dec 2020

SME	NON-SME	SELF-SPONSORED	Full Course Fee	Training Grant	Amount Payable
- All SC & SPR			\$449.40	\$378.00	= \$71.40
	- SC aged ≥ 40		\$449.40	\$378.00	= \$71.40
		- SC aged ≤ 39	\$449.40	\$272.00	= \$177.40
		- All SPR	\$449.40	\$272.00	= \$177.40

All prices stated are inclusive of 7% GST

- SC** : Singapore Citizen
SPR : Singapore Permanent Resident
 : Not Applicable
WTS : Workfare Training Support Scheme
SMEs : Defined as companies with:
 (i) at least 30% local shareholding; AND
 (ii) Group annual sales turnover of not more than \$100 million OR Group employment size of not more than 200 employees.

Funding Eligibility

In order to enjoy the funding, participants need to fulfill the following requirements:

1. Singapore Citizens or Permanent Residents (PR) of Singapore
2. Attain at least 75% course attendance
3. Successfully complete assessment & certified as competent
4. Has not enjoyed funding for the same course before. **Note: This course is equivalent to Provide Learning Administration Services (HR-LD-201E-1).**
5. For company-sponsored participants, training is fully sponsored by companies, which are registered or incorporated in Singapore

Enquiries:

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